Job Opportunity

State Controller's Office

Position: Student Assistant	Statewide

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: May 31, 2007	**Final Filing Date:** Until Filled
Contact/Telephone: Eva Adame, 916-323-6695	**Who May Apply:** Students who are currently enrolled in college courses. Must submit proof of enrollment in an appropriate college and or university.
California Relay Service: 1-800-735-2929	**Position Number(s):** 051-340-4870-940 Reference #07-150

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision of a Data Processing Manager III, the Student Assistant will provide administrative and technical staff support to the lead Enterprise Architect and matrix subject matter expert teams.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Schedule meetings, prepare automated tools (laptop, projector, network connections, Smart Board) for use, prepare and release agenda, make copies, complete and release minutes for the matrix team(s) and lead architect.
- Create and/or edit documents, templates and diagrams for the matrix team(s). Establish and perform version control for all approved documents on the network. Establish a method to track and report assignments of the lead architect and matrix team(s).
- Assist in tracking and reporting budget expenditures.
- Assist in developing and editing documents, templates, and diagrams to use to market, educate and present to the SCO managers, staff, co-service providers, and vendors on the enterprise architecture.
- Co-develop and facilitate posting enterprise architecture content to the SCO internal website and the network.
- Perform preliminary research and analysis, using Internet web sites and subscription IT consulting web sites, for Enterprise Architecture examples and content.
- Provide technical staff support to the lead architect and matrix teams.
- Learn to utilize automated tools to store, extract, view, and print brick elements.

DESIRABLE QUALIFICATIONS

Proficient in the following applications:

- Microsoft Outlook 2003 for electronic mail, meetings, tasks;
- Word 2003 for correspondence, agendas, minutes, templates, including track changes;
- PowerPoint for presentations,
- Visio for diagrams,
- Excel for number calculations;
- Internet to browse, cut and paste, and print content

Applications will be screened and only the most qualified will be interviewed

---

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Information Systems Division
300 Capitol Mall, Suite 701
Sacramento, CA 95814

Attn: Eva Adame - Reference #07-150 (Candidate must indicate this reference # on their résumé and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)